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WAR DEPARTMENT

TECHNICAL MANUAL

169

REGIMENTAL AND UNIT MAIL CLERKS

October 24, 1942

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TECHNICAL MANUAL
No. 12–275

WAR DEPARTMENT,
WASHINGTON, October 24, 1942.

REGIMENTAL AND UNIT MAIL CLERKS

This manual is published and circulated for the guidance of all mail clerks including the mail clerks of regiments, companies, detachments, and separate units.

A copy will be furnished each mail clerk, and he will be required to become thoroughly familiar with its contents and will keep it strictly up to date by posting therein all changes and amendments which may be published.

The mail clerk will be required to receipt for the manual and, when relieved of his assignment, will pass it along to his successor with the other records of his office and obtain a receipt therefor.

It will be the duty of commanding officers to see that all instructions contained herein are strictly complied with.

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SECTION I

UNIT MAIL CLERK

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1. Important reminder to unit mail clerk.—*a.* You are the final link in the Army postal chain and upon you alone rests the responsibility of seeing that the mail is delivered only to the addressee or his duly authorized representative, and that it is adequately safeguarded until such delivery can be effected or other proper disposition made. You may be held financially responsible for any loss brought about by your failure to handle properly mail intrusted to your care. Your job does not end with the mere checking, distributing, and gathering of mail, but should include assistance and advice to the men of your unit on postal matters.

b. As mail clerk, you are the postmaster of your group. If you fail to function efficiently, no other agency can make up for your shortcomings. This is a great responsibility placed upon you and one that affects the morale of your entire unit. Do your job well and keep that morale high. Eliminate complaints in your group by rendering excellent service and by making every possible effort to furnish forwarding addresses for men who have left your unit before indorsing mail "Present address unknown." This problem affords an excellent opportunity for you to exercise your ingenuity.

c. Your efficiency as mail clerk will be determined principally by the manner in which you protect and deliver the mail in your custody, the completeness and accuracy of your records, and by the number of pieces of mail for which you are able to furnish correct and complete forwarding addresses.

d. If your are in doubt as to the meaning of any of these instructions, or if any questions come up which are not covered in this man-

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U.S. War dept

TECHNICAL MANUAL

REGIMENTAL AND UNIT MAIL CLERKS

CHANGES No. 1

WAR DEPARTMENT,
WASHINGTON, February 23, 1943.

TM 12–275, October 24, 1942, is changed as follows:

7. Undeliverable mail.

* * * * * * *

e. (Superseded.) *Killed or missing in action, etc.*—(1) When letter mail and other mail of the first class is received for an individual who is accounted for as "killed in action," "missing in action," "prisoner of war," "accidentally killed," or "died in hospital," the unit mail clerk will draw a line through the address and turn the mail over to the company commander or to an officer of the organization who can certify as to the status of the addressee. The certifying officer will indorse the envelope or wrappers with the reason for nondelivery, followed by his signature, grade, organization, and date. Example:

Killed in action.
(Signed) JOHN DOE,
Captain, 167th Infantry,
2/12/42.

(2) When mail of the second, third, and fourth classes such as periodicals, parcels, etc., is involved, the certification will contain a further sentence permitting return of the mail without additional postage. Example:

Missing in Action. Return to sender without charge
by authority of the Third Assistant Postmaster General.
(Signed) JOHN DOE,
Captain, 167th Infantry,
2/12/42.

(3) After the above certification, the mail will be returned through channels to the proper headquarters for verification of the indorsement. After proper verification, the mail will be returned to the

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sender through the regular postal channels. Mail which does not bear a return address will be returned to the dead letter branch of the post office in the United States, to which the Army post office is attached, for disposition.

[A. G. 062.11 (1–18–43).] (C 1, Feb. 23, 1943.)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:
J. A. ULIO,
Major General,
The Adjutant General.

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U. S. GOVERNMENT PRINTING OFFICE: 1943

ual ask the mail clerk of the next higher echelon or your postal officer for further information.

e. The instructions herein are directed to the mail clerk of an infantry company, but they are equally applicable to mail clerks of batteries, troops, and flights.

2. Duties of mail clerks.—*a.* Only authorized mail clerks will be permitted to handle mail. Any violation of this rule will be immediately reported by mail clerks to commanding officers and the postal officer for appropriate action.

b. The unit mail clerk receives incoming mail from the regimental post office and distributes it to members of his organization. He also collects outgoing mail which he delivers to the regimental post office after he has examined it and assured himself that it is properly prepared for mailing and is correctly and sufficiently addressed. He ordinarily operates under the supervision of the postal officer of the regiment or similar organization.

c. Mail clerks will collect and deliver mail matter at the times fixed by the postal officer. The hours of outgoing dispatches from the supply post office will usually govern the time of collections.

d. Mail clerks will obtain all mail from collection boxes prior to leaving for the regimental or other post office to obtain incoming mail for their unit.

e. The mail clerk, before he deposits outgoing mail at the post office, will arrange the letters so that all addresses face the same way and the stamp corners are superimposed one upon the other, and then tie the mail together in small bundles.

f. Mail clerks will sign for all registered and insured mail turned over to them for delivery. For more detailed instructions, see paragraph 11.

g. All undeliverable articles returned must be indorsed to show the reason for nondelivery, such as "Unknown," "Missing in action," etc., followed by the mail clerks' initials and the date. For detailed instructions, see paragraphs 7 and 8.

h. Mail will be handed out at mail call, other formations, or by whatever means the company commander deems best, but this method does not prevent personal delivery of each soldier's mail. Mail must not be placed in pigeonholes, boxes, on beds, or in any such place, and left unprotected. Mail for addressees who are temporarily absent will be returned to company headquarters for later delivery.

i. All letters opened by mistake must be so indorsed, dated, and signed by the person opening them.

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3. C. O. D. and postage due mail.—*a.* C. O. D. and postage due mail will not ordinarily be turned over to mail clerks for delivery. The postmaster at the base post office will make out a notice covering such mail and address it to the addressee. Mail clerks will be handed this notice to be delivered with the ordinary mail. The addressees will be required to call in person for such mail.

b. If the mail clerk wishes to advance the postage due from his personal funds he will be furnished with a postage due stamp of the proper denomination. This the mail clerk will loosely affix to the pertinent letter. Upon delivery, the amount due will be collected from the addressee. The mail clerk will then securely affix the stamp to the letter and cancel it by drawing lines across it in ink. If the article is not delivered, the source from which it was obtained will make refund upon return of the piece of mail and the postage due stamp.

4. Free postage for members of armed forces.—*a.* First-class letter mail sent by members of the military or naval forces of the United States, when deposited in the mails in the United States or its possessions or at any place outside the continental United States where the United States mail service is in operation, and when addressed to any other place where this service is in operation, may be accepted and transmitted without payment of postage. Such letters or postal cards will bear in the sender's handwriting the word "Free" in the upper right corner of the address side and in the upper left corner the name of the sender, together with his rank or rating and the designation of the service to which he belongs. See the following example:

From Pvt. John R. Doe, Co. F. 167th Inf., U. S. Army, APO 300, c/o Postmaster, New York, N. Y.	Free
	Mrs. John R. Doe, 123 State Street, Boston, Massachusetts.

b. This free mailing privilege does not apply to air mail or parcels.

5. Company locator file.—*a.* When an army is in the field, mail will be received for men who have become separated from the company for various reasons. One of the most important duties of the mail clerk is to readdress correctly and forward mail for personnel no longer with the organization. To enable him to furnish the required directory service, the mail clerk will keep an up-to-date roster of all members of his organization, past and present. He must enter

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or make changes in the forwarding addresses of members of his organization at the time they occur. The roster will be inspected at frequent intervals to see that this is done.

b. This roster may be maintained either in book form or on 3 by 5 inch cards. The names of officers and enlisted men should be arranged alphabetically in separate files. If the book form is used, the names should be entered on the left side of the page, followed by grade or rating and serial number. Space should be left between the names for additional entries. If the 3 by 5 inch card is used, it should be completed as illustrated below:

Roe, Richard F. Pvt. 363636 Co. B, 16th Inf.,   Date of entry 8/15/42.

c. When a man leaves the company, his new address should be entered in the book on the right side of the page opposite his name. On the card form, the original address should be crossed out by drawing a line through it, and the new address inserted thereunder. If the new address is not known, a notation to that effect should be made. If information is subsequently received as to the correct address, a line should be drawn through the original, and the correct address filled in.

6. Special delivery mail.—*a.* No special delivery service will be rendered on mail addressed to troops. It will be delivered as ordinary mail except so far as it is practicable for the unit mail clerk to give it preferred attention. That should be done to the fullest extent feasible.

b. Members of the armed forces may mail special delivery letters by affixing a stamp or stamps to cover the prescribed fee. In the case of matter otherwise entitled to be transmitted free, postage is not required in addition to the special delivery fee. If ordinary stamps are used in lieu of special delivery stamps, the article should be clearly indorsed "Special delivery."

7. Undeliverable mail.—*a. Missent mail.*—(1) Individual pieces of mail received by the mail clerk which are clearly addressed to a member of some other organization will be returned to the regimental post office with no other action by him than to draw a line under the address for emphasis.

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(2) When a package of mail is similarly missent, the mail clerk will write on the package slip the words "Missent to Company ——," note his initials and the date thereon and return the package to the regimental post office.

b. Forwarding address known.—Undeliverable mail will be readdressed and forwarded through the regimental post office, when a forwarding address is known, unless the addressee is a patient in a division or evacuation hospital (see *g* below).

c. Forwarding address unknown.—(1) When the forwarding address of the addressee is not known, the mail will be immediately returned to the post office with a line through the address and the indorsement, "Present address unknown," followed by the company and regiment designation, and the date and initials of the mail clerk. (See *d*, *e*, and *f* below for instructions if patient is sick, wounded, or missing, or if letter is erroneously addressed.)

(2) Mail indorsed as described in (1) above will be returned by the unit mail clerk to the regimental post office where it will be readdressed, if the forwarding address can be found, or forwarded to division headquarters for further search and possible return to sender.

d. Sick or wounded.—If the records show that the addressee left his organization "sick" or "wounded", and his present address is unknown, the appropriate word will be added to the indorsement of the mail clerk immediately after the phrase "Present address unknown."

e. Killed or missing in action, etc.—(1) When mail is received for an individual who is accounted for as "killed in action," "missing in action," "prisoner of war," "accidently killed," or "died in hospital," the mail clerk will draw a line through the address and turn the mail over to the company commander, or any officer of the company having knowledge of the facts, who will indorse it with the reason for nondelivery and sign with his name and the date: John Doe, Captain, 167th Infantry, 2/12.

(2) Mail of this character will be indorsed by an officer, preferably the company commander, and returned through the usual channels to the proper headquarters for verification of the indorsement. After proper verification, the mail will be returned to the sender through the regular postal channels. Mail which does not bear a return address will be disposed of by the dead letter branch of the United States Post Office.

f. Wrong address.—Mail addressed to an individual who has never been assigned or attached to the organization will be indorsed by the mail clerk with the words "No record" followed by his company and

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regiment, the date, and his initials, and returned through the usual channels.

g. Patients in division or evacuation hospitals.—Mail should not be forwarded to members of an organization who are patients in field or evacuation hospitals. As a rule men do not remain in such institutions long enough to receive mail, and it will not be forwarded to them there unless specifically requested. If for any reason a soldier is to be held for an unusual length of time at a field or evacuation hospital, it is the duty of the mail clerk thereat or another suitable person under direction of the commanding officer of the hospital to notify the mail clerk of the patient's company of the fact and request the forwarding of the patient's mail. Undeliverable mail received by mail clerks in field or evacuation hospitals should be returned to the regimental post office appropriately indorsed and initialed by the mail clerk.

8. Indorsements.—*a.* The following instructions should be carefully observed in making indorsements:

(1) When there is sufficient space, begin the first indorsement about 1½ inches above the lower edge of the envelope.

(2) Write an indorsement once only.

(3) Write plainly and do not use more space than necessary.

(4) Do not write, mark, or stamp over the name of the addressee.

(5) Draw a light line, in ink, through the incorrect address.

(6) If there is not sufficient space on the face of the letter for the indorsement, write the word "over" on the face and place the indorsement on the back.

(7) Appropriate rubber stamps or colored gummed labels, if available, may be used for indorsements.

b. Whenever practicable, sufficient space will be left for subsequent indorsements of regimental and division postal agencies.

c. Following is an example of a complete indorsement:

From Richard R. Roe,
165 E. Main St.,
Kokomo, Ind.

(STAMP)

Private John Robbins Doe, (Army serial No.),
Company A,
167th Infantry,
APO No. 710,
% Postmaster,
New York, N. Y.

Present address unknown
Co. A, 167th Inf. 2/2-CJO
167th Inf. 2/13-ETM
4th Div. 2/15-RS

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9. Forwarding addresses.—Every man in the company must be made to understand that when he leaves his organization he must advise the mail clerk of his new address. Cases will arise in which the soldier will not be aware of his new address. The mail clerk must ascertain when new men are assigned to his company that they have informed the clerk of the company from which they came of their new address, and, if not, the clerk will give such notification, using for that purpose WD, AGO Form No. 204 (Notice of Change of Address).

10. Holding mail.—*a.* Undeliverable mail will ordinarily not be held by the unit mail clerk over 15 days. At the end of that time, such mail will be indorsed "Unclaimed," followed by the mail clerk's initials and the date, and returned unless there is good reason to believe it can shortly be delivered. In no case should mail be held for more than 30 days.

b. Mail may be held by clerks when it is known definitely that the addressee is expected or is temporarily absent and will return at a specified date in the near future.

c. When a soldier is AWOL, his mail will be retained by the company mail clerk until such time as the records show him to be a deserter. The mail will then be stamped "Moved, no address" and returned to the United States Post Office for proper disposition.

11. Registered and insured mail.—*a.* All persons handling registered or insured mail will see that an unbroken chain of receipts is maintained. No one charged with a piece of registered or insured mail will turn it over to anyone else without first obtaining a receipt for it, nor will he turn it over to any other individual without first having satisfied himself that such person is authorized to handle that particular piece of mail. Delivery of a registered or insured article will be made only to the addressee or to a person bearing his written order. Registered and insured mail indorsed "Deliver to addressee only" or with words of similar purport will not be delivered to any other person. Such articles will be held at APO's for delivery, and notice on Form 3849 or 3849-B will be issued and delivered by the unit mail clerk requesting the addressee to call at the APO for the article.

b. If the addressee is not personally known to the clerk making the delivery, positive identification will be required before the delivery is made. If delivery is made to someone other than the addressee upon the latter's written order, the person receiving the article will sign the addressee's name and also his own name on the receipt. Mail clerks will be held strictly accountable for each piece of registered or insured mail for which he has signed and for which he cannot produce a receipt from the proper person.

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c. The United States Post Office will separate registered and insured mail to regiments or similar organizations and will list it separately on Firm Delivery Bills (POD Form 3883 or 3883–A). Separate bills, in duplicate, will be made for each regiment or similar organization.

d. Mail clerks will check the registered and insured mail distributed to them against the delivery bills to ascertain that all mail listed is actually received. Every person handling registered and insured mail will examine it when it is received to see that the envelope or other cover is in good condition, and that the seals show no sign of having been tampered with. If mail is not in good condition suitable notation should be made on the receipt for it, and the matter brought immediately to the attention of the officer in charge. The regimental mail clerk will receipt on one copy of each bill (POD Form 3883 or 3883–A) and receive the other copy, together with the articles listed thereon. He will then list, in triplicate, on WD Form 922, supplied by the postal officer, all articles received.

e. Form 922 calls for the registry or insurance number, office of origin, date of mailing and name of addressee and provides space for the signature of the addressee or his authorized representative or for notation as to the other disposition made of the article and the date of delivery. The form will be completed as follows:

*Reg. or Ins. No.	Office of origin	Date of mailing	Addressed to	Signature of addressee or disposition	Date of delivery
R–183	Smithfield, Mich	8–15–42	Private John R. Doe	John R. Doe	8–18–42.
I–234	Kokomo, Ind	8–16–42	Sergeant Richard Roe	Richard Roe by Sam Smith.	8–21–42.
R–567	Wilkes, N. Y	8–18–42	Corporal John Johnson.	Undeliverable, returned.	8–25–42.

*Before number, show "R" for registered and "I" for insured.

f. If it is necessary in any instance for the mail clerk to turn over registered or insured articles to anyone else to effect delivery, the articles will be relisted on WD Form 922, and proper chain of receipts maintained as above outlined.

g. The designated mail clerk from the company or similar unit will call at regimental or battalion headquarters where he will sign for the articles on the triplicate copy of WD Form 922 and receive the articles and the original and duplicate copy of the list. When the mail clerk returns to his own headquarters, he will retain custody of such registered and insured articles until personal delivery is made to the addressee, or the articles otherwise properly disposed of. When

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personal delivery is effected, the addressee will sign both copies of WD Form 922.

h. Registered or insured mail which cannot be delivered will be supplied with the forwarding address, if known, or indorsed to show the reason for nondelivery in the same manner as ordinary mail and returned to the source from which received. The mail clerk will obtain receipts for any mail so returned.

i. Each company office where registered mail is handled will be equipped with a field safe or other suitable container in which registered mail may be securely locked in the absence of the mail clerk. Insured mail will be kept in a locked room or under direct supervision of the person charged with its handling in such a manner that it will not be exposed to theft.

j. When all registered and insured articles listed have been delivered, the second copy of WD Form 922, with all the addressees' signatures thereon, will be returned to the regimental headquarters where it will be checked by a commissioned officer against the copy of Form 3883 or 3883–A in his possession and filed chronologically by days. Proper notation will be made by the unit mail clerk on WD Form 922 for each article that cannot be delivered, showing the reason therefor, such as, "Returned to sender," or "Forwarded."

k. Upon receipt of registered and insured mail at company headquarters, mail for members of the company who are in the hospital or place of confinement will be segregated, and this mail will immediately be relisted on WD Form 922 and delivered in the most expeditious manner possible. A chain of receipts will be maintained for the delivery of this mail to the hospital or its return to the APO.

12. Properly addressed mail.—An accurate and complete address is the basic and essential requirement of all mail; likewise, a proper return address is desired. Apparent confusion exists as to the proper mail addresses for military personnel. Accordingly the following instructions should be followed:

a. Outside continental United States.—Mail addressed to Army personnel serving outside the continental limits of the United States should clearly show—

(1) Grade, first name in full, middle initial, and last name of person addressed, followed by his Army serial number, if known.

(2) Letter or number of the company or other similar organization of which the addressee is a member.

(3) Designation of the regiment or separate battalion, if any, to which the company belongs.

(4) Army post office number in care of the proper postmaster.

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(5) Name and address of the sender in the upper left corner.

b. Within continental United States.—(1) Mail addressed to Army personnel at posts, camps, or stations within the continental limits of the United States should show the same information as prescribed above, except that the post office address of the post, camp, or station will be used, preceded in appropriate cases by the APO number, if applicable.

(2) Mail addressed to Army personnel on maneuvers or when employed tactically within the continental United States should likewise show the same information. Prior to beginning of maneuvers, the Post Office Department, with the concurrence of the Army, will designate the postmaster in whose care mail for personnel involved will be addressed.

c. Envelopes.—(1) There should be sufficient space at the left of the address to allow for indorsements by forwarding agencies if it is not possible to deliver the piece of mail at the address given.

(2) The following are examples of correctly addressed envelopes:

From John R. Doe,
205 W. State St.,
Boston, Mass.

Pvt. Willard J. Roe, (Army serial No.)
Company F,
167th Infantry,
APO 801, c/o Postmaster,
New York, N. Y.

From John R. Doe,
205 W. State St.,
Boston, Mass.

Pvt. Willard J. Roe, (Army serial No.)
Company F,
167th Infantry,
Fort Bragg, N. C.

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From John R. Doe,
205 W. State St.,
Boston, Mass.

Pvt. Willard J. Roe, (Army serial No.)
Company F,
167th Infantry,
APO 304, c/o Postmaster,
Ragley, La.

(3) The return address on mail from Army personnel will be shown in the upper left corner, as follows:

From Pvt. Willard J. Roe, U. S. Army,
Company F, 167th Infantry,
APO 801, c/o Postmaster,
New York, N. Y.

Mr. John R. Doe,
205 W. State St.,
Boston, Mass.

d. Securing correct addresses.—Mail clerks should carefully examine all mail, both incoming and outgoing, to see that it is correctly addressed, bears proper return addresses, and is acceptable for mailing. In applicable instances, the soldier should be given necessary advice by the mail clerks, and asked to advise his correspondents as to the proper manner of addressing mail for him. It should be emphasized that mail which arrives at an Army post office not sufficiently addressed is always delayed, sometimes several days, before delivery. Notices should be placed on bulletin boards in the various quarters of units stressing the importance of having mail properly addressed. Samples of proper addresses should be placed thereon.

13. Mail bags.—*a.* "Whoever shall steal, purloin, or embezzle any mail bag or other property in use by or belonging to the Post Office Department, or shall appropriate any such property to his own or other than its proper use, or shall convey away any such property to the hindrance or detriment of the public service, shall be fined not

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more than $200 or imprisoned not more than three years, or both." (18 U. S. C. 313, Section 2338, Postal Laws and Regulations, 1940.)

b. Empty mail bags will be returned by the mail clerk each day to the regimental post office or to the post office from which received. All mail clerks will see that no mail sacks accumulate at any of the units.

14. Mail for men returned to United States.—Each piece of mail for personnel who have been returned to the United States, and whose mail address (unit and organization, or city and port) is not known, will be stamped "Return to the United States: attention, Postal Officer, Port of Embarkation, Army Post Office," and forwarded through proper channels.

SECTION II

REGIMENTAL MAIL CLERK

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15. Application of instructions.—These instructions are directed to the mail clerk of a regiment, but are equally applicable to mail clerks of battalions, groups, and similar organizations.

16. Duties.—*a.* Regimental mail clerks will serve their own regiment and any nonregimental organizations attached for mail service.

b. They will secure incoming mail from the APO or other source of supply, convey it to their headquarters, separate it if necessary by companies or similar units, and deliver it to the unit mail clerks and to personnel receiving their mail through regimental headquarters. They will likewise collect outgoing mail from locked receptacles at headquarters of the regiment, receive the mail collected by unit mail clerks, and deliver it to the APO or other post office from which incoming mail is secured.

17. Delivery of mail.—In the delivery of registered, insured, and ordinary mail to personnel attached to the regimental headquarters and in the disposition of undeliverable mail, regimental mail clerks will be governed by the provisions of section I.

18. Directory service.—When necessary, regimental mail clerks will furnish directory service for mail received for all personnel of the regiment. If a correct address cannot be supplied, the mail will be sent to division headquarters for further search. The efficiency of the directory section depends upon the completeness and accuracy of

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the locator card file. All changes of address will be immediately noted thereon. The division postal officer will make frequent inspections to see that the locator card file is complete and up to date, and that it is diligently used.

19. Registered and insured mail.—*a.* The post office of supply will separate registered and insured mail to regiments or similar organizations and will list it separately on Firm Delivery Bills (POD Form 3883 or 3883–A). Individual bills will be prepared, in duplicate, for each regiment or similar organization.

b. At points where distribution of registered and insured mail to regimental or other unit mail personnel is made through an APO, the person who is charged with the handling of such mail in the APO will call personally at the post office of supply to receive it. He will receipt to the post office on one copy of each bill and receive two copies thereof, together with the articles listed. Upon return to the APO, he will deliver the registered and insured mail and one copy of the bill on which it is listed to the mail clerk of the regiment, and will obtain the receipt of that person on the remaining copy of the delivery bill.

c. At points where regimental or other unit mail personnel call at a United States post office for mail, the mail clerk of the regiment will receipt to the post office on one copy of each bill and will receive one copy together with the articles listed.

d. The regimental mail clerk will check the registered and insured mail against the delivery bills before receipting to the APO or post office, to make certain that all mail receipted for is actually received. When articles are returned to regimental headquarters, he will list them in triplicate, separately by companies or similar units, on WD Form 922. This listing on Form 922 will be made from the articles themselves. The total pieces listed on the individual forms will be compared with the total on the POD form to determine that all articles have been accounted for. The copy of Form 3883 or 3883–A received from the post office will then be turned over by the regimental mail clerk to the postal officer. The designated mail clerk from the company or similar unit will call at regimental headquarters where he will sign for the articles on the triplicate copy of Form 922 and receive them and the original and duplicate copies thereof.

e. When delivery is effected, the addressee will sign both copies of WD Form 922. When all registered and insured articles listed have been delivered or otherwise properly disposed of, the second copies of the Forms 922 with all addressees' signatures thereon or notation of the disposition made of the article will be returned to regimental headquarters and delivered to the postal officer for checking against the copy of Form 3883 or 3883–A in his possession and for filing chronologically by days.

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f. Each regimental headquarters where registered mail is handled will be equipped with a field safe or other suitable container in which registered mail may be securely locked in the absence of the mail clerk. Insured mail will be kept in a locked room or under direct supervision of the person charged with its handling in such manner that it will not be exposed to theft.

g. Registered and insured mail will be so handled by everyone concerned that an unbroken chain of receipts is maintained. It will not be turned over to anyone unless a receipt is obtained and then only when the person is authorized to receive that piece of mail. Mail clerks will be held strictly accountable for each piece of registered or insured mail for which they cannot produce a proper receipt.

h. Every person handling registered mail from the time it is received from the post office until it is delivered to the addressee or returned to the post office will examine it when received to see that the envelope or other cover is in good condition and that the seal bears no sign of tampering. If such mail is not in good condition, suitable notation will be made upon the receipt given for it, and the matter will be brought to the immediate attention of the postal officer.

i. Registered or insured mail which cannot be supplied with the forwarding address will be indorsed to show the reason for nondelivery, initialed and dated by the person making the entry, and returned to the APO or other source from which received. A receipt for each piece of mail so returned will be obtained from the person to whom delivered.

j. If, for any reason, it is impracticable for the person charged with an undeliverable registered or insured article personally to check the locator card file, the address will be copied on a slip of paper, amended Form 3849, or other improvised form. This memorandum will be sent to the locator section for search, and the article itself retained for safekeeping.

[A. G. 062.11 (9–22–42).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DISTRIBUTION:

R and H (5); IBn (3); C (2).

(For explanation of symbols see FM 21–6.)

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